

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

August 31, 2000

**SUBJECT: POLICE ACTION ON SCHOOL CAMPUSES - REVISED**

**PURPOSE:** The Department's policy regarding police action on school campuses has been reviewed and revised to provide a clearer definition as to the Department's enforcement role. The purpose of this Order is to provide guidance for officers responding to calls for service and dealing with incidents on school property during school hours or during school-sanctioned events.

**POLICY:** It is the policy of this Department to conduct investigations and related police business on school property in conformance with accepted legal practices and in recognition of the authority and responsibility of school officials to manage the school environment.

It is neither the intention nor the desire of the Department to suppress or restrain lawful activity, either on or off campuses. The Department will expend whatever resources are necessary to protect the rights of any person or group to conduct a peaceful and lawful demonstration at any location within the City. However, unlawful activity, whatever its guise, requires prompt and effective action by the Department. The Department will take appropriate legal steps to discourage unlawful acts.

The tactics employed by dissidents engaged in disruptive activities frequently include efforts to draw the police and other public officials into responses likely to produce violence and injury to participants and thus garner support for their cause. It is therefore incumbent upon the Department to cope with disruptive situations in a professional manner, which will minimize the potential for violent confrontations.

**PROCEDURE:** This policy pertains to dealings with juvenile students on school property during school hours or during school-sanctioned events. It does not pertain to juveniles using school facilities legally after school hours or juveniles trespassing or committing offenses on school property after school hours.

**Note:** Officers serving in security and related capacities for a school district while in an off-duty assignment are subject to these policies and procedures.

**I. INTERVIEWING/INTERROGATING JUVENILES.** Except in exigent circumstances or in arrest situations as outlined in this policy, officers who wish to detain or question juveniles on school property shall contact the school principal or his/her designee and, to the degree possible, explain the nature of their business and the need to meet with the juvenile(s) in question.

**Note:** Generally, juveniles should not be publicly contacted by officers in the school setting for purposes of questioning unless an arrest is anticipated or reasonably possible.

Officers shall not enlist school officials or employees to conduct interviews, inquiries, or similar fact-finding activities regarding juveniles as part of an investigation.

School officials (excluding school police) who act at the direction of, or on behalf of the interests of, the police become "agents" of the police. All police and government agents must abide by constitutional tenets. If a police officer instructs a school official to perform a task (e.g., ask a question to the subject juvenile) the officer is responsible for ensuring that the task is within the parameters of the law.

**Exception:** Police officers are not precluded from questioning school officials with regard to their knowledge of juveniles in their charge, the juvenile's activities, and similar matters.

**II. ARREST/REMOVAL OF JUVENILES.** When the circumstances warrant an arrest/removal of a juvenile from school property, officers conducting the arrest/removal shall:

- \* Notify the principal or his/her designee before making an arrest of a juvenile during class hours on school property;

**Exception:** When exigent circumstances exist or such notification would potentially jeopardize the ability of officers to safely and effectively make the arrest, officers do not need to notify the principal or his/her designee prior to making the arrest, but shall make the notification after the arrest.

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- \* When possible, avoid arresting juveniles on school grounds if the use of force is a reasonable possibility;

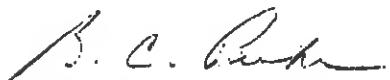
**Note:** Officers should use handcuffs or other restraining devices when making arrests in schools whenever deemed necessary to ensure the security of juvenile arrestees and the safety of the officers and others.

- \* To the degree possible, minimize embarrassment to the juvenile and disruption of school activities and functions by having the school principal or his/her designee make contact with the juvenile and escort the juvenile back to his/her office; and,
- \* Ensure that the juvenile's parent(s), guardian(s), or responsible adult is notified of the juvenile's removal.

**III. SEARCHING JUVENILES AND PROPERTY.** Police searches of juveniles and their property on school premises are subject to the same legal requirements as any other search.

**AMENDMENTS:** This Order amends Sections 1/552.00, 4/218.40, and 4/218.80 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Juvenile Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

DISTRIBUTION "A"